



Public Information Coordinator

Details

Job ID : 472

Title : Public Information Coordinator

Job Code : 736

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Office Of Public Information

Purpose

Responsible for supporting daily operations of the Department of Public Information.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Required Knowledge

- Strong Writing and analytical skills
- Ability to use Microsoft Office software
- Experience in one of the following: public relations, public information, journalism and/or communications

Job Skills/Abilities

- Computer skills
- Organizational skills
- Time management skills

Job Preferred Knowledge

- Kentucky court system
- Ability to use graphic design software, such as Pagemaker or Indesign

Job Duties

- Oversee various communications projects, including maintaining the judicial directory
- Assist webmaster in updating and revising internet and intranet sites by organizing text, photos, Outlook addresses and other functions as needed
- Assist graphic designer with completion of publication request forms and basic design projects
- Maintain news clip organization and distribution
- Assist in creating business card art and proofing letterhead materials
- Assist in creating smart forms
- Other duties as assigned